

# Payment Information

## Introduction

The TPA will be able to make payments for multiple or individual employer accounts or view payment information for agent submissions and client groups from the 'Payment Information' page accessed from the TPA home page. In order to manage the employer account individually and perform other payment related functions on behalf of the employer, you must navigate to the employer's account via the 'Searches' function. Please refer to the 'Searches/Employer Account Home' section of this user guide for instructions to access the employer account home page. In addition, refer to the 'Employer Self Service User Guide' for information on employer payment functions.

**IMPORTANT: Your TPA account must have the required roles (security access) in order to perform Payment Update and Submit functions, for each assigned employer account. You must contact the employer you are servicing to get these roles assigned to you; if you are not pre-authorized to self assign these roles.**

## NAVIGATING TO PAYMENTS

## Introduction

This section of the document will show how you can navigate to the payment home page.

### Step-by-Step Instructions:

1. Login to your TPA account. The TPA home page will appear as shown below. Click on the link 'Payment Information'.

Change Password   Logoff	
TPA Home	<b>Third Party Administrator</b>
Account Maintenance	TPA ID: 100 TPA Name: XXXX
Assign TPA Role	
Employment and Wage Detail Reporting	<b>TPA Home</b>
Payment Information	<a href="#">TPA Home</a>
Searches	TPA Home
User Maintenance	
<a href="#">Account Maintenance</a> View or update TPA account information such as; Name, Organization Type, addresses and phone numbers.	<a href="#">Assign TPA Role</a> Submit client(s) for assign payment roles
<a href="#">Employment and Wage Detail Reporting</a> Submit Employment and Wage Detail files for multiple or individual employer accounts (adjustments and original reports), or view employment and wage detail report information for TPA submissions and client groups. To manage Employment and Wage Detail Reports for individual employer accounts, this includes 'Copy from Previous' or 'Manual' submissions, navigate to the Employer's account via the 'Searches' function.	<a href="#">Payment Information</a> Make payments for multiple or individual employer accounts or view payment information for agent submissions and client groups. To manage individual employer accounts, navigate to the employer's account via the 'Searches' function.
<a href="#">Searches</a> Search for employers for which the TPA has been assigned account access.	<a href="#">User Maintenance</a> Create new or update existing TPA user information

Click here to access payments home page.

- The payments home page will appear as shown below. Click on the payment function you wish to access.

<a href="#">Change Password</a>   <a href="#">Logoff</a>	
<a href="#">TPA Home</a> <a href="#">Account Maintenance</a> <a href="#">Assign TPA Role</a> <a href="#">Employment and Wage Detail Reporting</a> <b>Payment Information</b> <ul style="list-style-type: none"> <li>• <a href="#">Download Payment Due File</a></li> <li>• <a href="#">Cancel Payments</a></li> <li>• <a href="#">Review Employer Accounts</a></li> <li>• <a href="#">Search Payments</a></li> <li>• <a href="#">Payment Options</a></li> </ul> <a href="#">Searches</a> <a href="#">User Maintenance</a>	<div> <b>Third Party Administrator</b> </div> <div> TPA ID: <b>100</b>      TPA Name: <b>XXXX</b> </div> <div> <b>Payment Information</b> </div> <div> <a href="#">Download Payment Due File</a>  Download a Payment Due File of employers assigned to you with debt.. </div> <div> <a href="#">Cancel Payments</a>  List of all unprocessed electronic payments and provides the option for cancelling a payment. </div> <div> <a href="#">Review Employer Accounts</a>  Search for employer accounts assigned to you by employer name or account number. You may also identify all accounts with an outstanding balance. </div> <div> <a href="#">Search Payments</a>  Displays processed and cancelled payments by confirmation number, payment method or date range. </div> <div> <a href="#">Payment Options</a>  Review, modify, and make a payment. </div>